



CITY OF KIRKLAND

REQUEST FOR PROPOSALS Prisoner Transport Vehicle Cabin JOB NO. 07-11-PD

PROJECT SCOPE: The City of Kirkland is soliciting proposals for a 13 passenger Prisoner Transport Vehicle Cabin to be installed by the supplier/manufacturer on a new Ford F350 XL 4 X 2 cab and chassis that will be supplied by the City of Kirkland. It is estimated that the cost of this item will be \$45,000-\$50,000.

BACKGROUND ON THE CITY OF KIRKLAND: The City of Kirkland, Washington is located in the Seattle metropolitan area, on the eastern shore of Lake Washington and approximately 10 miles east of downtown Seattle. It has a population of approximately 48,000. With the annexation of three neighborhoods in June of 2011, the City's population will increase to approximately 83,000. The City of Kirkland employs 450 full-time employees and additional seasonal staff. Additional information about the City of Kirkland is available on the [City's website](#).

PROPOSAL CONTENTS: Each proposal is to include the following information:

- Price for the manufacture and delivery of the passenger cabin.
- Drawings and specifications for the cabin.
- Location(s) of authorized service representative(s).
- Summary of warranties for the installed cabin and all associated equipment.
- Delivery time after receipt of order.
- Any relevant information on the supplier's/manufacturer's capabilities, including previous similar completed projects.
- Completed Statement of Suppliers Qualifications
- Completed Noncollusion Affidavit

Suppliers may submit more than one proposal.

TENTATIVE SCHEDULE OF EVENTS:

RFP issued	February 25, 2011
Questions due	March 9 at 4:00 pm Pacific Time
Answers Issued	March 15
Proposals due	March 23 at 4:00 pm Pacific Time
Proposals evaluated	March 24 – March 31
Decision to Award	April 4

QUESTIONS REGARDING THIS RFP: ALL questions must be submitted in writing (Email will suffice) to the RFP coordinator. Questions and answers will be forwarded to all proposing suppliers who provide contact information. In order to make information available to all proposing suppliers, no questions will be entertained after 4:00 pm on March 9th.

RFP COORDINATOR:

Barry Scott, Purchasing Agent
City of Kirkland
Phone: (425) 587-3123
Fax: (425) 587-3110
E-mail: bscott@ci.kirkland.wa.us

DISTRIBUTION OF RFP DOCUMENT AND ADDENDA: This RFP can be downloaded directly from the City of Kirkland's website at www.ci.kirkland.wa.us (Click on "City Purchasing" button.) Those who wish to automatically receive any addenda or a notice of cancellation should provide contact information by emailing Barry Scott, Purchasing Agent, at bscott@ci.kirkland.wa.us. Those who choose not to submit contact information will be solely responsible for monitoring the City's website for any addenda or a notice of cancellation.

PROPOSAL PREPARATION: Firms submitting proposals shall be responsible for any and all costs and/or expenses associated with preparing such proposal.

SUBMISSION OF PROPOSALS: All proposals must be received no later than **4:00 pm Pacific Time on March 23, 2011**. Paper submittals must be in a sealed envelope with an original and two copies. Paper submittals must be addressed to:

**City of Kirkland
Attn: Barry Scott, Purchasing Agent
RFP No. 07-11-PD
123 5th Ave
Kirkland, WA 98033**

Proposals may be emailed:

bscott@ci.kirkland.wa.us

Emailed proposal must be in PDF or MS Word format.

It is the responsibility of the supplier to be sure the proposals are sent sufficiently ahead of time to be received **no later than 4:00 pm** on the due date. Proposals received after the deadline will not be considered for award of contract.

EVALUATION PROCESS: Proposals will be evaluated by a panel of Police Department and Fleet Management staff. After an initial review of the proposals, the City's evaluators may select finalists to meet with the panel to discuss their proposals.

It is important that the responses be clear and complete so that the evaluators can adequately understand all aspects of the proposal. The evaluators will consider how well the supplier's proposed solutions meet the needs of the City.

Award of the contract will be made to the supplier submitting a proposal that best meets the City's needs and budget as determined by the City's evaluation team.

The City of Kirkland reserves the right to reject any or all proposals and to waive informalities or irregularities with respect thereto.

Proposals are subject to negotiation.

CONTRACT: The contract shall consist of the following documents: The Request for Proposals (RFP), the accepted proposal, the purchase order issued by the City and any agreed upon written changes to any of the foregoing documents. The contract documents are complimentary and what is called for in any one document shall be binding as if called for by all.

COOPERATIVE PURCHASING: RCW 39.34 allows cooperative purchasing between public agencies in the State of Washington. Public agencies which have filed an Intergovernmental Cooperative Purchasing Agreement with the City of Kirkland may purchase from City of Kirkland contracts, provided that the supplier has agreed to such participation. The City of Kirkland does not accept any responsibility for purchase orders issued by other public agencies.

COMPLIANCE WITH LAWS: The supplier shall comply with all applicable federal, state and local laws, rules, and regulations, affecting its performance and hold the Purchaser harmless against any claims arising from the violation thereof.

NONCOLLUSION: The supplier must certify that their firm has not entered into any agreement of any nature whatsoever to fix, maintain, increase or reduce the prices or competition regarding the items covered in this Request for Proposals. Supplier is to complete the attached Noncollusion affidavit and submit it with the proposal.

PAYMENT TERMS: Net 30 days after delivery, acceptance and receipt of invoice. Acceptance includes inspection and approval by City of Kirkland's Police Department and Fleet staff.

FREIGHT TERMS: Quoted price is to include delivery to designated locations. Shipping will be FOB destination and include delivery and installation.

Minimum Specifications

13 Passenger Prisoner Transport Cabin

1. Transport cabin to fit on City supplied 13,000# GVWR HD Regular Cab & Chassis (2W & Dual Rear Wheels) Ford Super Duty F350 XL. Extended Wheelbase 165" Wheelbase with 84" CA (cab to axle). Box will be remountable. Passenger cabin will be remountable.
2. Overall ground to top height not to exceed 94". Will be driven through sallyport 104" in height.
3. Passenger cabin to be divided into 4 compartments:
 - One compartment for 6 prisoners
 - Two compartments for 3 prisoners each
 - One compartment for 1 prisoner
4. Box will be up to legal drivable width
5. 2 external doors at rear with 2 additional interior security doors.
6. Side doors at least 32" wide with security doors, one on each side of box.
7. LED lights, 2 per compartment.
8. Steps not to exceed 8" from ground.
9. Forward compartment slide drawers for equipment, computer, radio, recorder etc accessible from outside box.
10. Video camera in each compartment.
11. Extra evaporator for maximum A/C, heavy duty fan.
12. Red and blue emergency lighting.
13. 110 volt connection near driver's door.
14. Paint color to be "Dark Blue Pearl". (Cabin paint to match cab paint.)
15. Pre-wire for radio antenna and video camera to recorder.
16. 2 storage compartments under prisoner seats with access from outside vehicle.

PRICE PROPOSAL
Prisoner Transport Vehicle Cabin
JOB NO. 07-11-PD

Price proposal must be signed and submitted with other proposal items. Proposal must be marked for Job No. 07-11-PD and delivered to: City of Kirkland, Attn: Purchasing Agent, City Hall, 123 Fifth Avenue, Kirkland, Washington 98033 or emailed to bscott@ci.kirkland.wa.us. **Proposal must be delivered to the Purchasing Agent no later than 4:00 pm, March 23, 2011.**

Having carefully examined the Request for Proposals and Specifications, the undersigned proposes to furnish one (1) new 13 passenger Prisoner Transport Vehicle in compliance with the above specifications for the amount set forth below.

<u>Manufacturer's Product Description</u>	<u>Qty</u>	<u>Price</u>
_____	1 EA	\$ _____
Washington State Sales Tax		\$ _____
Total		\$ _____

Pricing for optional items may be submitted on separate pages.

Delivery: _____ days after receipt of purchase order.

Receipt of Addenda No. _____ is hereby acknowledged.

Name of Company

Address

City, State, Zip

Signature

Name & Title of Person Signing

Phone Number

Email Address

Date

CITY OF KIRKLAND REQUEST FOR PROPOSAL
Prisoner Transport Vehicle Cabin
JOB NO. 07-11-PD
STATEMENT OF SUPPLIER'S QUALIFICATIONS

Each supplier shall provide the following information along with their proposal.

1. Company: _____
2. Business Address: _____

3. Business Phone: _____ Fax: _____
4. How many years have you been engaged in business under the present firm name? _____
5. List recent projects completed by your company, including contracting agency type of work and approximate cost: (Provide at least three contract references with phone numbers.)
 - (1) _____
 - (2) _____
 - (3) _____
 - (4) _____
 - (5) _____
6. Bank references: _____
7. State of Washington Registration No.: _____
8. Federal Tax Identification No.: _____
9. I certify that other contracts now in progress or hereafter obtained will not interfere with timely performance of services to the City of Kirkland should I become the successful bidder.

Authorized Signature: _____

Print Name: _____

Title: _____ Date: _____

Return this form with your proposal by 4:00 pm on March 23, 2011

NONCOLLUSION AFFIDAVIT
Prisoner Transport Vehicle Cabin
JOB NO. 07-11-PD

STATE OF WASHINGTON }
COUNTY OF KING } SS

The undersigned, being duly sworn, deposes and says that the person, firm, association, co-partnership or corporation herein named has not either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation and submission of a proposal to the Owner for consideration in the award of a contract on the improvements described as follows for the City of Kirkland:

Primary supplier of a 13 passenger Prisoner Transport Vehicle Cabin.

FIRM NAME

AUTHORIZED SIGNATURE

Sworn to before me, this _____ day of _____, 2010.

Notary Public
in and for the State of Washington
Residing at _____

My Commission Expires:
